

	Peer Team Visit Schedule	Time
Day 0	<i>Peer Team Discussion (Pre-visit meeting at the place of stay)</i>	17:00– 19:00 hrs
DAY - 1		
Day - 1	<i>Presentation by the Head of the Institution/Principal</i>	9:00 – 09:45 hrs
Focus on Criterion I Curricular Aspects		
Day - 1	<p><u>Activities / Meeting</u></p> <p>❖ <i>Meeting and Interaction with Heads of Department</i></p> <p><i>(Planning and documentation for curriculum delivery, Cross cutting issues integrated to the Curriculum etc...)</i></p>	09:45 – 10:30 hrs
Focus on Criterion II : Teaching Learning and Evaluation		
Day - 1	<p><u>Activities / Meeting</u></p> <p>❖ <i>Visit of selected Departments (not more than 50% of the Departments to be selected by the Peer Team)</i></p> <p><i>(Assessment of teaching level of students, Student centric methods for enhancing learning experience, innovation and creativity in teaching, Learning Reforms, Transparency and Grievance redressal mechanism in Continuous Internal Evaluation (CIE), Adherence to Academic Calendar for conduct of CIE, Statement & Attainment of POs, PSOs & COs etc....)</i></p>	10:30 – 12:15 hrs
Focus on Criterion III : Research, Innovations and Extension		
Day - 1	<p><u>Activities / Meeting</u></p> <p>❖ <i>Visit to Laboratories, latest research equipment, Computer centre, Incubation Centre, Central Instrumentation Centre, Media Laboratory, Commerce lab, Studios etc., (if applicable)</i></p> <p>❖ <i>Meeting and Interaction with Head of the Department, Teachers etc.,</i></p> <p><i>(Research Committee, Collaborations, Eco-system created for innovations, Extension activities, NCC, NSS etc.....)</i></p>	12:15– 13.00hrs
Day - 1	❖ Lunchon meeting <i>Meeting with the Governing Body Management/State Govt. Representatives / Univer representative.</i>	13:00– 14:00hrs

	Focus or Criterion IV : Infrastructure and Learning Resource	
Day - 1	<p>Activities / Meeting</p> <ul style="list-style-type: none"> ❖ Visit to Physical Facilities i.e. Library, Sports, Gymnasium, Yoga Centre, Computer Centre etc., ❖ Onsite Interaction with Office of DSW, Canteen, Hostels, Health centre, etc., <p>(Facilities for teaching-learning, sports, games etc automation of library, Collection of rare books, manuscript, updated IT facilities including -Wi-Fi procedures for maintenance and utilization of physical academic and support facilities etc...)</p>	14:00 – 14.45hrs
	Focus or Criterion V : Student Support and Progression	
Day - 1	<p>Activities / Meeting</p> <ul style="list-style-type: none"> ❖ Visit to Placement Cell, Career Counseling Centre, Language Lab, Anti Raging Cell, Anti-Sexual Harassment Cell etc., ❖ Interaction with Students, Alumni & Parents (may include Student Satisfaction Survey Guidance) <p>(Student Council & representation of students on academic administrative bodies/committees, contribution from Alumni Association/Chapters etc)</p>	14:45 – 16:15hrs
	Focus or Criterion VI : Governance, Leadership and Management	
Day - 1	<p>Activities / Meeting</p> <ul style="list-style-type: none"> ❖ Meeting with the Coordinator-IQAC, IQAC members in IQAC office ❖ Interaction with Administrative Officer, Finance Officer and other Non-teaching staff. <p>(The Governance & Leadership of Institution, Organizational Structure, perspective/Strategic plan and deployment documents, welfare schemes, performance appraisal system for teaching non-teaching staff, Internal and external fund mobilization of funds and optimal utilization of resources, IQAC set up norms, contribution of IQAC etc.....)</p>	16:15 – 17.15 hrs
Day - 1	Cultural programmes by Students	17.15 – 18:00 hrs
Day - 1	Team Discussion at place of stay	19:00 – 20:30 hrs

DAY - 2		
	Focus or Criterion VII : Institutional Values and Best Practices	
Day - 2	<p>Activities / Meeting</p> <ul style="list-style-type: none"> ❖ Review of physical facilities such as safety and security, Counseling, Ramp/Rails, skill development centres and review of alternative energy initiatives, rain water harvesting, waste management system etc., ❖ Meeting and Interaction with Head of various committees/cells. ❖ Review of best practices and Institutional Distinctiveness (Gender sensitisation, Environmental Consciousness Sustainability measures, Green practices, Human values, professional Ethics, Best Practices Institutional distinctiveness etc....) 	09.00– 09.45 hrs
Day-2	Report writing, Checking Documentary evidence if any. Discussion and modifying the draft Peer Team Report and finalization, Visiting to facilities which has not been covered so far.....(to be done within the Institutional premises)	09.45– 12:15 hrs
Day-2	Discussion with Head of Institution and IQAC-Cordinator on outstanding issues	12:15-13.00hrs
Day-2	Lunch	13:00- 14:00hrs
Day-2	Report writing continues.....	14:00- 15:00hrs
Day-2	Sharing the Peer Team Report with Head of the Institution	15:00- 16:00hrs
Day-2	<p>Finalizing the Peer Team Report (Signatures to obtain from Head of the Institution and Peer Team Members on,</p> <ul style="list-style-type: none"> i). Peer Team Report; ii). Visit Schedule; iii). Code of Conduct and Ethical standards) 	16:00- 17.00hrs
Day-2	Exit Meeting	17:00- 17.30hrs